CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: IT0774					
Classification Specification: <u>INFORMATION TECHNOLOGY DIRECTOR</u>					
Salary Range: <u>Executive Level 3 Management Benefits Level A</u>					
Position Description: <u>Information Technology Director</u>					
Incumbent:					
Location: Information Technology Department					

GENERAL PURPOSE:

Under the direction of the Mayor and the Chief Administrative Officer, incumbent is responsible for planning, developing, implementing, administering, supporting and evaluating cost-effective, state-of-the-art information technology infrastructure and services. Areas of responsibility include network infrastructure, software/systems, telecommunications, data center, Internet/Intranet, desktop and mobile computing, fleet and production print/fax/scanning, multimedia, graphics, and cable TV programming/production and broadcast for all City departments and/or the public based on present and future needs.

This executive level position has complete charge of the work and employees of the department; develops and ensures the accomplishment of short- and long-range strategic plans and initiatives; oversees the development, implementation and support of efficient, cost-effective information technology systems; coordinates inter-departmental activities to increase employee productivity using technology; serves on special project teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership and direction to Information Technology Department staff; hire, supervise, evaluate, motivate and discipline assigned staff; ensure department meets organizational goals, objectives, and the City Council target issues.

Assess City's information technology needs in cooperation with management staff, employees, and elected officials; remain current on the latest state-of-the-art trends and developments in the Information Technology field.

Develop alternative plans to meet the City's information technology needs; develop program content outlines or works closely with consultants and other specialists in content development; develop cost estimates for alternatives and makes presentations to the City Council, management staff, and affected employees.

Manage program implementation strategies; implement program or supervise program

implementation with the assistance of the Information Technology Managers, Information Technology employees, and/or other City departments.

Manage multimedia, graphics, and cable TV programming/production and broadcast strategies; implement multimedia, graphics, and cable TV programming/production and broadcast programs or supervise program implementation with the assistance of the Multimedia Manager, Multimedia employees, and/or other City departments.

Manage, direct, and evaluate the maintenance of existing technology and multimedia programs and services; develop and administer annual Information Technology department budget.

Serve as a member of the Mayor's Leadership Team involved in the development of citywide short and long range strategic plans, policy and organizational development, coordination of interdepartmental activities, formulating policies for City Council consideration, designing and reviewing administrative policies and procedures, serving on special project teams, and conducting executive briefings.

Manage citywide information technology plans; present plans/report progress.

Manage citywide information technology solutions to meet the needs of City staff; serve as executive contact for user departments in analyzing and responding to their technological needs and inquiries.

Serve as technical advisor to the Chief Administrative Officer, Mayor, elected officials, city management and staff on matters regarding information technology and services.

Implement citywide/departmental systems through administration of department's divisions/resources.

Perform other duties and special assignments as directed by the Chief Administrative Officer, Mayor, or Council or as may be required by the laws of the state.

Become familiar with, follow, and actively support the City's vision, mission, values and adopted behaviors.

PERIPHERAL DUTIES AND RESPONSIBILITIES:

Attend City Council and department head meetings.

May serve as acting Chief Administrative Officer in the CAO's absence as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

• Practices, techniques, and laws required to develop, implement, administer and evaluate

Information Technology programs

- Advanced computer systems, applications, and networks
- Telecommunication systems
- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances
- Multimedia systems including printing, graphics, and cable TV
- Current literature, trends, and developments in the Information Technology field
- Effective, result-oriented management principles and practices
- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices including preparation, management, monitoring, transfers and reporting
- Considerable knowledge of the function, organization, staffing and operating procedures of City government
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication

SKILLED IN:

- Planning, developing, implementing, maintaining, evaluating, and modifying a comprehensive, integrated Information Technology program
- Directing project management
- Gathering, correlating, and analyzing facts to devise solutions to Information Technology and management problems
- Effective organization and expression of ideas using oral and written communications
- Effective use of interpersonal skills in a tactful, patient and courteous manner
- Managing staff including hiring, training, directing, evaluating, rewarding and disciplining employees

ABILITY TO:

- Effectively direct and evaluate the work of others
- Develop written accounting policies and procedures which are to be used as operating guidelines of the IT department
- Lead, motivate, and maintain a high level of morale
- Establish and maintain effective working relationships with elected officials, employees, supervisors, department heads, Chief Administrative Officer, and the public
- Compose, proofread, and edit speeches, articles for publication, general correspondence, reports, contracts, policies and procedures, etc.
- Read, analyze, and interpret technical journals, financial reports, legal documents, operating
 and procedure manuals, general business periodicals, professional journals, government
 regulations, etc.
- Respond to common inquiries or complaints from personnel, regulatory agencies, or the public
- Speak effectively and present information to top management, employee groups, public groups, and/or City Council
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; and apply these concepts to practical situations
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists

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MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Information Technology, Computer Science, Public

Administration, Business Administration, Business/Economics, or related field, and

Experience: Five (5) years of Information Technology Management experience.

Or: In place of the above requirements, may possess any combination of relevant

education and experience which would demonstrate the individual's knowledge, skill

and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

• Master's degree in a related field is highly desirable

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including but not limited to personal computer, telephone, fax and copy machine, calculator, projector, dictaphone and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment subject to frequent interruptions by employees, telephone calls and inter-office activities; may be exposed to individuals who are irate or hostile; may be subject to long hours due to the attendance at City Council meetings and other responsibilities required at this executive level. The noise level in the work environment is usually moderate.

Position Description: Information Technology Director Pa				
SIGNATURE	ES:			
Incumbent's Signature		 Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee		Date	Employee Services Director/Designee	Date
** Note: This document will be reviewed and updated annually at the time of the eperformance appraisal; when this position becomes vacant; or, if the duposition are changed significantly.				

Revised: 12/05/03, 2/19/07 AH